



The Department of Revenue has a terrific management opportunity in the Audit Division for a Washington Management Service 2 (WMS2) Field Audit Manager, located in Tumwater, WA. Have you had the opportunity to work with some great audit management professionals? Are you interested in opportunities in Audit? Please review the opportunity details below or forward this message to interested candidates.

This position is open to permanent Department of Revenue employees only.

Department of Revenue -- Working Together to Fund Washington's Future

Position: Field Audit Manager – Audit Program Support Manager (WMS2-70119487)

Division: Audit

Location: Tumwater, WA

Open: August 17, 2009

Close: August 23, 2009

Primary Duties:

Manages and directs the division's audit selection program, Audit Computer Support and the Public Works Contracts unit. This requires direct management of professional and support staff to ensure the division is effectively and efficiently utilizing resources and has the appropriate tools and equipment to carry out the work of the division.

Develop, implement, and analyze audit selection techniques by reviewing the division's practices, analyzing other states' successes, making recommendations

to the Audit Management Team. And implementing new audit selection techniques. Establishes methods to: identify productive accounts to audit by obtaining and analyzing data to prioritize accounts, recommend field investigation, field limited scope audit, or desk examination by the Account Research and Desk Examination Unit, and evaluate the results

Qualifications:

This position requires a working knowledge and full utilization of skills in: management principles, communication techniques, negotiation, budget management and cost benefit analysis, training needs assessment, personnel rules and regulations, Collective Bargaining Agreement, affirmative action and diversity regulations, human resource management, OFM travel rules and regulations, remote supervision, training, computer applications, motivating, team building, mentoring, coaching and performance appraisal.

This position requires knowledge of the Washington Revenue Act of 1935, as amended; rules, policies and court decisions affecting the audit program; principles and procedures of accounting and auditing.

This position requires ability to manage and direct staff; interpret and articulate laws, rules, policies, and procedures; effectively coordinate both horizontal and vertical echelons; and analyze internal administrative and audit systems and procedures; and lead and/or participate in committees and teams within the department.

Compensation: \$62,154.00 - \$77,693.00 Annually
Compensation may vary depending on qualifications.

Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

Application Process:

To be considered for this position, please submit the following materials to jobs@dor.wa.gov with the subject line “**Field Audit Manager – Audit Program Support Manager**” by **August 23, 2009**:

- A detailed **resume** outlining your employment history & education
- A **Letter of interest** describing how your experience, knowledge, skills, and abilities meet the qualifications of this position

You are encouraged to complete a voluntary Applicant Profile Data Sheet, which can be downloaded at <http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc>. *Completion of this sheet is voluntary.* Information gathered will be used for statistical purposes only and will be kept confidential.

Questions?

Please contact Martha Thomas, Recruiter, at (360) 725-7497, or MarthaT@dor.wa.gov.

Special Notes:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.